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[illegible]. University--Undergraduate
[illegible], California--Office of the Dean.

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Third Staff Meeting
October 9, 1947
B3 Conference Room

I

The following announcements were made by the Executive Dean.

(1) The University Board of Trustees will meet at Galesburg on Thursday, 30 October. A committee to make arrangements for the Board meeting has been appointed. The members are Messrs. Nystrom, Chairman, Giesecke, and Hernecheck. Present tentative plans include having the staff meet members of the Board.

(2) Division chairmen under the University Statutes are considered members of the University Senate. Notices of regular Senate meetings will be sent to them. As many chairmen as can do so were urged to attend the meeting on Monday, 13 October.

(3) The membership of the standing committees at the Galesburg Division have been revised. The new memberships were read and a list will be published as soon as the membership of the new Student Discipline Committee has been confirmed by the University Senate.

(4) The question of what constitutes a full teaching load proposed by Professor Habberton at the last meeting has been discussed by an interim committee of the academic chairmen. It was agreed to accept 15 hours, plus or minus 2, as an interim "rule of thumb" rule for the purpose of completing the Bureau of Institutional Research statistical Report. A letter from Dr. Froehlich of the Bureau concerning this matter was read. The division chairmen have agreed to investigate the actual situation in the areas of their concern on the Urbana campus.

(5) Last year members of the Urbana faculty were invited to visit Galesburg and to report their observations and opinions. The reports submitted were of value. The desirability of inviting such representatives again in this year was discussed. There was no objection to this plan. There was some question as to its value to us, but for the sake of mutual relations it was considered desirable to extend such invitations at a later date.

6) Miss Johnson was asked to comment on the problem of hiring student wives. There has been pressure from students to have their wives hired before people from outside. However, some members of the staff pointed out the disadvantages of wives as employees in some of the departments. The problem is not as acute now as it has been in the past, but all potential employers were asked to at least consider student wives when they had an opening.

7) The general question of the desirability of establishing a visual aids office at the Galesburg Division was introduced. The discussion evidenced a wide-spread interest in the use of visual aids and considerable agreement with the proposition that a central office might be desirable. It was proposed by Professor McCrimmon that a committee be appointed to study this question. A number of names were suggested and this committee will be appointed shortly. This ad hoc committee would be asked to consider such questions as:

(a) The interest in detail of several divisions in the use of visual aids.
(b) The availability of existing facilities and equipment locally.

cont. (c) The local availability of equipment, films, and the possibility of local manufacture, and to integrate the information secured.

(d) Drafting a definite proposal as to how a visual education office could be organized and operated in terms of functions, personnel, and space needs.

II

The following questions or problems were raised by members of the staff.

) Professor McCrimmon asked that the question of merit increases be placed on the agenda at some later meeting.

) Professor Hubberton suggested the value of having general faculty meetings from time to time. Discussion was in favor of this proposal and such meetings will be held.

) Mr. Hermecheck introduced the question of smoking in classrooms during club or extra-class meetings in such rooms. Inasmuch as there is an effective rule against smoking during the day in such spaces, it was proposed by Professor McCrimmon that the divisions post notices to all faculty members that the no-smoking rule should be enforced during the evening.

) Mr. Graffouliere announced that there were 5 special veteran rehabilitation cases on this campus under separate VA contract. Mr. Graffouliere is responsible for these students and has asked for regular reports concerning their work. He will furnish the names of these students to all divisions.

Fourth Staff Meeting
Minutes
6 November 1947

1. It was requested that in the matter of reserving rooms for meetings of all sorts, apart from regularly scheduled classes, the following procedure be strictly adhered to:

   a. All requests for rooms should be made directly to Mr. Galbraith's office. This should include classroom or other meeting places.

   b. Mr. Galbraith's office will keep a calendar for all activities and thus avoid conflicts.

   c. It is unnecessary for Divisions or individual faculty members to contact Physical Plant concerning room reservations. This will be done by Mr. Galbraith's office.

2. Mr. Galbraith's office has been publishing a weekly schedule of events based on their calendar record. The distribution of this schedule will be expanded to cover all members of the faculty. As it will be duplicated on Saturday mornings, all events to appear on it should be reported to Mr. Galbraith's office as early as possible, and not later than Friday noon.

3. Official blank forms for proposed new courses have been received from the Provost's Office. These are available in the Dean's office and should be used in connection with introducing recommendations for new courses to be given at the Galesburg Division. New courses here means one not already in the University catalogue.

4. At the request of Dr. Sanford and Dr. Trump, representing the Teacher Training Program under the College of Education, names of faculty members here who are interested in and can devote some time to the problems of improvement of secondary school instruction will be submitted as participants in this statewide program under the auspices of the University. Drs. Snader and Robertson, having already engaged in this work, are included in this list, and all Division Chairmen are asked to explore possibilities within their Division and submit names to the Dean's office by Wednesday, 12 November, if possible.

5. Dr. Robertson reported the activities of the new Convocation Committee, which is having regular weekly meetings. There are planned a series of all-Division convocations to be held monthly. Those for November and December have been arranged. As the first one Mr. Louis Wills, Director of Athletics, will speak at a meeting, which will initiate the intercollegiate basketball season. At the December meeting Dr. Ahrens will present a program of Christmas music, utilizing the musical groups in his department in organizing the program.
The second of the series planned by the Committee, to be known as the "Thursday Night Series" include bi-monthly meetings of workers on programs in specialty fields which would ordinarily not be expected to be of interest to the whole student body. Each Division was asked to assume responsibility for cooperation in organizing one or more programs for this series.

Mrs. Marjorie Kowalsky, a member of the committee, will serve as coordinator and secretary, and should be contacted if anyone has suggestions for possible

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I

letter from the Assistant to the President, Mr. Jones, describing procedures for re-
questing sabbatical leave has been distributed to each Academic Division Chairman.

II

announcement was made of Professor Joe Williams' invitation to the faculty of the Colo-
ado Division to participate in the Gettysburg Community Chorus. Memoranda concerning
his are being sent to all faculty members from the Dean's Office.

III

e the request of the Student Senate the question of having an Open House on Sunday after-
oon, 14 December, as a final event in the Christmas Campus weekend was presented. There
was no objection, and it was agreed that the Student Senate be informed of the willing-
ness of the staff to cooperate in this matter.

IV

announcement was made of 21 questions in process concerning necessary or desirable plant
changes to be carried on during the present fiscal year. The Division Chairmen had been
asked for information concerning any such project his Division had been considering. A
list has been compiled and referred to Physical Plant Department. In addition will
probably several days on this campus next month [illegible] a final estimate of the cost involved,
the necessary request for funds will be made.

V

[illegible] announcement by Mr. Nystrom on the matter of speakers available from the Or-
[illegible] on campus. Dr. Hebberton recommended that it was highly undesirable for all departments
[illegible] sponsoring any type of public lecture to keep the Convocation Committee informed to
avoid conflict and to integrate their work. It was pointed out that the Convocation
Committee must make sure that Mr. Nystrom knows about proposed programs sufficient
time in advance so that he may provide adequate publicity.

VI

Division Chairmen were reminded by Assistant Dean Giesecke that faculty members should
keep their published office hours.

VII

Dr. Bender raised the question as to how long copies of final, or other comprehensive examinations should be retained in Divisional offices. Discussion indicated that practices among the several Divisions varied. Some retained papers for one semester, others for a year, and some not retaining them at all. It was suggested that there was a policy of holding final examinations for one year on the Uptown campus, but there appeared to be some disagreement on the general existence of such a policy. It was decided that the period in which examinations should be retained should be decided by each Division. In this connection it was suggested that the grade books for individual faculty members be retained in Divisional offices, especially when a faculty member leaves the University.

VIII

. Reid introduced the question of room mail, reporting that he had been informed ...terials for course distribution had to be in envelopes. In this discussion the question ...ble need of mail was also mentioned. Dean Loutit agreed to discuss this matter with ... Barraclough (who was unable to attend this meeting.

IX

... Lindbeck asked if there could be a common and exact basis for student wages. Mr. ...ndon indicated that the common wage rate for beginning students was 60¢ or less. ...ident academic assistants had raised the question of students in the cafeteria getting ...e more. This was incorrect, as the cash rate for students in the cafeteria is 60¢ ...r hour.

X

... Lindbeck raised the question of Divisions supporting student activities from the ...vidual budgets. The particular case in question was a new organization to be known ... Field Trips, Unlimited with the primary purpose of conducting field trips, especially ... Geology or Natural Science areas. Mr. English pointed out that once a student organization is officially recognized it may borrow equipment when available. This solved the ...ncial problem basic to Dr. Lindbeck's question. Any further support of such objectives from Divisional funds would be within the discretion of the Division Chairmen.

XI

r. Nisbet introduced the question of excusing absences so that vacation periods could ... extended. Dr. Diercke pointed out that no faculty member need take any responsibility ... this matter because the general policy was handled in the Assistant Dean's office. ... faculty member is requested only to indicate the quality of the student's work at ... time the request is made.

XII

...ts concerning estimated populations for the second semester supplied by Dr. Pottho... ...re announced. The figures received indicate an estimated population of 1964 for the ...ond semester of this year and 185 for the following semester. Following the general ...ff meeting the Division Chairmen met for approximately an hour discussing the ...ber of estimated class enrollments and course sections needed during the second ...ester.

XIII

XII

X

XI

University of Illinois
Undergraduate Division
Galesburg, Illinois

STAFF MEETING MINUTES
December 4, 1947

I

Mr. Trezise asked whether a student was allowed to re-take proficiency examinations, after having failed one. The basis for his question was one example of a student being allowed to take a proficiency examination which he passed and it was afterwards discovered that he had taken a similar examination last year and failed. It was agreed that in this specific case as the student had taken the second examination in good faith that he should be given credit for it.

However, as a general rule it is deemed unwise to allow repetition of proficiency examinations.

II

Miss Johnson reported that organizers for the Municipal Employees Union, A. F. of L. were working in connection with the organization of at present non-organized employees of the University. The official attitude of the Non-Academic Employee Division of the University is completely neutral in matters of unionization. In specific example, this means that if the supervisor is asked for opinions concerning advantages or disadvantages, he should remain neutral and advise the employee only that that is a question on which the University will not express an official opinion.

The discussion by several members brought out that everyone should be alert to getting into position of commitment toward organizers. Instances of their calling members of the staff trying to get definite statements were presented.

III

Mr. Hernecheck reported that certain offices were not available to his janitorial staff because they were locked and the janitor had no way of entering. It is impossible to master key the lock system without a very considerable expenditure. Therefore, Mr. Hernecheck suggested that each Division keep a duplicate set of keys in the Division Office for all rooms which they use. The Division secretaries would then be able to see that janitors could enter rooms, and such duplicate keys would serve other useful Divisional purposes.

IV

Mr. Hernecheck asked if Divisions and Departments would request, as soon as possible, any work that they want done, so that work can be carried on during the Christmas vacation and before the new semester. This is the slack time for Physical Plant and they would be able to do jobs more promptly.

V

Mr, Hernecheck called attention to certain problems in connection with open job orders. Such orders are usually for a specific task, which has often been estimated. However, it has frequently occurred that when the workman has finished the original job he is asked to do some apparently minor additional job. This, of course, means additional work hours and the final bill is larger than estimated, resulting in protests from the signer of the original requisition. Mr. Hernecheck asked that workmen not be requested to do additional jobs unless Mr. Hernecheck has been informed and authorized them.

VI

The problem of mail service was introduced by Mr. Hernecheck. Mr. Johnson, as President of the A. A. U. P. had earlier discussed with the Dean about ways of improving mail delivery to faculty members. In that conference it was suggested that by reducing the delivery points, i. e., deliver mail to a single point or possibly two places for each Division, instead of to individual offices, would facilitate and improve the service. Mr. Hernecheck is agreeable to this plan, but Mr. Johnson was not yet given an official report from the A. A. U. P.

The staff agreed to the principle that the reduction of delivery points would be desirable.

VII

There was again discussion on the question of an Open House, which had been considered at the previous meeting. It was made clear that this was not an official Open House, but was simply cooperation with the student committee on this Christmas Capers week-end. Mr. Galbraith agreed to investigate with Mr. Mills what might be involved in this for the administration.

VIII

Annoucement was made that Division Chairmen and Department Heads should start thinking about their proposals for the internal budget for 1948-49. The final recommendations should be completed by 1 March, 1948.

In addition to items in Divisional and Departmental budgets Mr. Hernecheck asked that he be informed of possible constructional or classroom needs during the next fiscal year so that he might include them in the Physical Plant budget.

In this connection Mr. Reid announced that the chairmen would shortly receive a letter from the Committee on Visual Aids asking for a statement of their possible needs.

IX

It was announced that Mr. Reid had arranged that Professor L. V. Peterson, Director of Visual Aids Services at Urbana, would speak to the faculty at 7 P. M., 15 December, on the use of visual aids in the classroom.

X

The general meeting adjourned, following which there was a meeting of Division Chairmen devoted in large measure to a discussion of enrollment statistics presented by Mr. Kerwood.

University of Illinois
Undergraduate Division
Galesburg, Illinois

STAFF MEETING MINUTES
January 8, 1948

I The main business of the meeting concerned the preparation of the budget recommendations for 1948-49. At a meeting of the University Council on 2 January it was announced that a formal call for this budget would be sent out on 15 January and the deadline for submission would be 1 March. The following points should be kept in mind in the preparation of budgets:

a. In general, the total budget amounts should not exceed those of the year 1947-48.

b. While it was announced that budgets should be prepared in terms of the same student population as 1947-48, the Provost directed that for Galesburg estimates should be based on a population of 2,000.

c. It was specifically directed that there be no plans for across the board cost of living increases for faculty members. While nothing specifically was said there was no indication that limited merit increases would not be considered.

d. In answer to a memorandum from the Provost, subsequent to the meeting, he has been advised that approximately $40,000 would be necessary for increasing the faculty for 2,000 students.

e. Budgets in the Galesburg Division fall into two categories:

(1) Academic Divisions, Student Personnel Bureau, Veterans' Services, and the Deans' Office budgets are all submitted to the Executive Dean's Office for approval and transmission to Urbana.

(2) All other budgets of supporting activities are submitted directly to the corresponding activities at Urbana. However, the Dean's Office would appreciate being advised as to the general nature of the budget it is planned to submit.

f. From a previous conversation with the Provost it is questionable whether there should be any requests from academic departments for increases in secretarial staff. In fact the Provost asked that the Dean study the secretarial needs of all departments, with an end of possible reduction.

g. In estimating faculty salaries for the next year there cannot be an automatic change in the average teaching load to 12 hours, as this would immediately increase the number of personnel required. Divisions should evaluate each person and, if research or other non-teaching work appears to be justified, teaching loads could be reduced. As far as possible there should be no requests for additional personnel beyond that required for a larger student population.

h. Mr. English distributed to all department heads copies of their official budgets as in effect on 8 January. Any subsequent modifications will be submitted to the department concerned. These figures form the basis for making next year's budget.

i. Items requiring construction; for example, new laboratories (or other items which may be turned down from the request already submitted) should not be included in divisional budgets, but should be sent to Mr. Hernecheck, with the request they be included in the Renewal and Replacement item of the Physical Plant budget.

j. The deadline for budget material to be in the Executive Dean's Office was set at 23 February.

II Recommendations for the budget for the biennium 1949-51 are to be called for by the Provost's Office approximately 15 March and the deadline for their submission will be 1 May. Details concerning this budget will be considered at a later meeting.

III The final examination schedule, as established and published, was distributed by Mr. Kerwood.

IV Dr. Giesecke reported that the Student Senate has appointed a Grievance Committee to handle complaints of students in respect to faculty members. This committee will require that complaints be submitted in writing and the committee will bring the matter to the attention of the administration, if they feel nothing can be done short of that.

V The question of mail delivery was again discussed. Mr. Johnson, president of the AAUP Chapter, reported a lack of clear-cut opinion for the AAUP, but the sentiment seemed to be in favor of reducing the number of mail delivery points, but including the delivery of all classes of mail. Mr. Hernecheck was to work out a new schedule of deliveries.

VI Miss Johnson asked that all supervisors see that absence reports for non-academic personnel be turned in to her office. Experience during the vacation period indicated that employees were having or taking time off that is not added to their record.

STAFF MEETING MINUTES
January 22, 1948

I

All members of the staff were reminded that work on the 1948-49 budgets should be under way, as the final recommendations should be in the Dean's Office by 23 February. (I am not sure I had made myself clear concerning the matter of date. By 23 February the final typed copy of the Divisional budgets should be in my office. Therefore, it would be appreciated if Division Chairmen would make a first tentative draft by 15 February. I would prefer to have an opportunity of at least 24 hours to go over such tentative drafts, and then make an appointment for a conference with each individual chairman. --CML)

II

The Galesburg Interracial Conference to be held all day on February 12 was announced. Members of the faculty and students are invited and it was requested that information concerning this meeting be announced in so far as possible during this intersemester period. Dr. McCrimmon is to act as chairman of a morning panel session. Mr. Nystrom is acting as publicity man for the conference.

III

Following discussion early in December with several members of the staff, a committee was appointed during the Christmas holidays as an Advisory Committee on a Speaker's Bureau. (This committee has Dr. Shideler as chairman, and Skidmore and Graffouliere as members, with Mr. Nystrom as an ex officio member.) Mr. Nystrom reported that the committee had met and planned to establish in the Public Relations Office a file of faculty speakers. Requests for people to fill speaking engagements can be referred to Mr. Nystrom's office.

IV

Mr. Galbraith pointed out that the lack of required class attendance may in many cases work to the disadvantage of students. He proposed discussion of the advisability of establishing a definite cut system. The active discussion which followed came to no definite conclusion, but it was evident that there was agreement on the feeling that lack of absence control frequently worked against the student. Dr. McCrimmon reported that the Humanities staff had discussed this matter and voted against the establishment of a cut system. It was agreed that a committee of two or three members be appointed to draw up a definite set of proposals and that such proposals be presented to a full faculty meeting at a later date.

V

Miss Johnson announced that the Non-academic Personnel Office would shortly send to all departments information concerning the Non-academic Personnel budget.

VI

Mr. Graffouliere asked that veterans' order slips be not signed for materials the cost of which would amount to less than 50¢. The book store will have a special sales room established for veterans, but it will include book materials only. Small orders create difficulties and increase office work.

VII

Mr. Kerwood asked that Division Chairmen do everything they can to have faculty turn in grades for all students on or before 9 A.M., Saturday, January 31. In the past instructors have turned in most grades, but some have failed to have the grades for one or two students.

VIII

Grades cannot be given out by the Registrar's Office during the examination or registration periods. Therefore, all instructors are asked to use the postcard method of informing students of their grades.

IX

Mr. Kerwood announced that as of 12M, 21 January, there were 74 applications on file and 99 permits issued for the second semester 1947-48. Of the 99 permits issued, 54 were LAS, 24 were Engineering, and 21 were Commerce. For next fall there are 26 applications now on file.

X

The place of registration for the second semester will be in the Library and in Building C14.

XI

Division Chairmen were asked to make sure that advisers were available during registration week. It was suggested that the same people who were pre-registration advisers should serve as advisers at registration. Students who appear at registration without the pre-registration advisement study list will be handled as all students have been in the past and a study list prepared at the time of registration. Temporary study lists should be accepted unless a student has failed in prerequisite courses or there is some other reason requiring a change in the study list.

XII

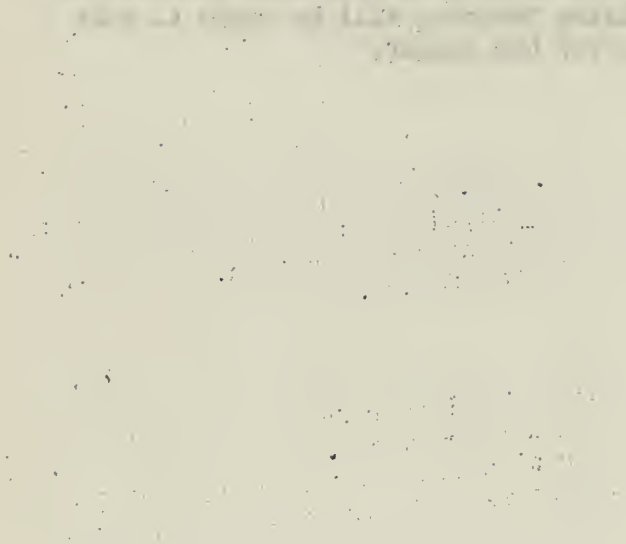
Attention was called to errors in the second semester Timetable. Rhetoric classes in the afternoon were inadvertently omitted. There will be such classes. The listing for Library Science and the new Marriage course were placed at the end of the Timetable. The new Marriage course is a Hygiene number, rather than Health Education.

XIII

Mr. Reid asked for an interpretation of the recent Board of Trustees' action concerning academic employees. He was specifically interested in the meaning of the Y appointment. Dr. Lindbeck also had question on this matter. The interpretation was that a Y appointment meant service for 12 months, less the allowed vacation of one month. The date of vacation can be at any time, mutually satisfactory to the department and the person concerned. Mr. Reid pointed out that in the past library employees who are all on Y appointments have taken time off during academic holidays which was not counted as vacation. Under the new Board ruling this is not to be done in the future.

XIV

Receipt of a letter from Dean Browne concerning our needs for Summer Session was announced. An estimate is to be made from data gathered at registration time, after which Division Chairmen will be asked to make estimates as to their faculty needs for the summer.



University of Illinois
Undergraduate Division
Galesburg, Illinois

FACULTY MEETING MINUTES
February 19, 1948

I

It was announced that summer session budgets had all been submitted and would be forwarded to Dean Browne today. Also copy for the 1948-49 budget has been submitted and the final typing will be done in the Dean's office.

II

A letter dated 12 February from Provost Griffith was read. This letter concerned the drop in enrollment during the second semester and requested that all expenditures be watched carefully so that savings might be reflected in some proportion to the reduced enrollment. It was reported on this matter than an analysis of amounts already lapsed or to be lapsed would make a fair share of the $190,000 estimated as the minimum savings desirable. One of the possible savings would be a reduction of expenditures from the expense and equipment items in the budgets. Academic and nonacademic departments or divisions were asked to govern their expenditures so that there would be a saving of at least 5 per cent of their expense and equipment budget. The consensus was in favor of this effort.

III

Dr. Griffith's letter also remarked about information and publicity concerning the Division to help enrollment next fall. Mr. Nystrom reviewed the matter of publicity. Special effort will be made through newspapers, magazines, or speeches to call attention to the Division. (Since the meeting Dean Turner's Office at Urbana has started a definite plan of having a representative of the Division accompany the University speaker at high schools in the State.)

IV

Mr. Galbraith, as chairman of a temporary committee for formulating an absence policy, presented a report, which is attached. It was the sentiment of the staff meeting that this report should be presented to a meeting of the whole faculty for their action. During the discussion of the problem of absences Dr. Giesecke described his proposed changes in procedure and read from letters which are to be sent to faculty members reporting absence.

LIBRARY
UNIVERSITY OF ILLINOIS

V

Miss Johnson reported that a visiting nurse has been employed. All divisions are requested to report to her office, as early as possible in the morning, all names of any employees who are absent because of illness.

VI

Mr. Reid reported that the library is investigating the possibility of getting sets of German, French, and possibly Russian, records. He also reported that the library now has a microfilm reader.

FACULTY MEETING MINUTES
February 20, 1964

VII

Mr. Kerwood reported on the unofficial enrollment figures, which on this date showed a total of 1,341. The official tabulation will be made after 21 February.

VIII

The results of the pre-registration advisement program were discussed. Dr. Giesecke presented evidences that the number of changes in study lists following registration had been materially reduced on a proportionate basis from that of last semester. It was his feeling that so far as the functions of his office were concerned the pre-registration advisement was valuable. The general sentiment of division chairmen was also that the program had been worthwhile. It is felt that the program ought to be continued with certain modifications that experience demonstrated would be desirable or necessary.

February 16, 1948

A committee composed of Mr. Galbraith, Dr. McCrimmon and Mr. Huitema was appointed by Dean Louttit to study the problem of class absences and to make recommendations to the staff. The committee met in the Student Welfare office on Friday, February 13, and reached the following conclusions:

1. Class absences are excessive.

2. 59% of the students who withdrew during the first semester 1947-48 had excessive cuts, or a total of 78 students.

3. 50% of the 161 students dropped at the end of the first semester had excessive cuts.

4. The average age of the students at the Galesburg Division during the first semester 1947-48 was 19 years.

5. It was agreed that students in this division of the University suffer from the lack of leadership that might be had from upperclassmen.

The committee recommends that an explanation should be given to the faculty as to why absences should be reported to the Student Welfare office. Also that Dr. Giesecke should explain to the faculty the procedure of reporting irregular attendance to his office.

After much discussion the committee prepared the following plan and alternate as a means of regulating class absences.

Plan I. A student would be entitled to as many unexcused absences as there are hours in the course. When the maximum number of cuts had been taken, the student would receive a warning letter from the Student Welfare office with a copy to the instructor and Division chairman. Students who then took cuts in excess of the maximum and who were doing work below a grade of "C" would be dropped from the course with a grade of "E".

Plan II. The assumption behind this proposal is that the significance of failure to attend class will vary with the nature of the course, and that the instructor in each course is best qualified to determine the significance of nonattendance. The proposal is that each instructor will automatically record each absence and report it to the Student Welfare office. He does this as a matter of record. In addition, the instructor will accept responsibility for determining when a student's absence is jeopardizing his work in the course. When an instructor believes that the student's work is being affected by absences, he will make a written statement to that effect, copies of which will go to Dean Giesecke, the chairman of the division and to the student. This statement will warn the student that further cutting may result in his being dropped from the course. If this warning does not produce the desired results, the instructor may then recommend to Dean Giesecke that the student be dropped from the course with a grade of "E".

It is the purpose of this purposal to give final authority on the question of attendance to the instructor, and to place on the instructor full responsibility for seeing the student is not allowed to fail because of nonattendance without having a warning to that effect.

MINUTES OF STAFF MEETING
4 March 1948

I

The meeting was conducted by Dr. Giesecke in the absence of Dr. Louttit.

II

There was a discussion of the proper procedure in filling out "statistical reports", with the decision that the Division and Department should both be shown.

III

Dr. McCrimmon has been appointed to help on the Carver Community Center drive, and is sending out letters to all faculty and staff asking for contributions. The Center is allocated $4,000 from the local Community Chest, which meets the running expenses, but leaves no funds for a program.

IV

Dr. Shideler has accepted responsibility for carrying on the Red Cross drive at the University. This will start, on the campus, around the middle of the month.

V

A great many class absences have been reported to the Director of Student Welfare office, many on the border-line of "excessive cuts". Dr. Giesecke has called some of the students to his office, and others have received warning letters.

VI

There was a lengthy discussion of the various methods being employed in publicizing this campus. The Office of Public Information is sending letters to the principals of approximately 1300 high schools in the state, setting forth the advantages to be found on this campus. Catalogs are also being sent to this list, and a large poster is being prepared to further aid the project.

VII

In connection with "speakers day", Mr. Galbraith reported briefly on his trip to Springfield. It was felt that the men sent from the Urbana campus to do this work would be able to do a more efficient job of selling Galesburg Division if they were to spend a day on this campus for a brief

(Cont.)

"indoctrination". There are three speaking days left, and Dr. Giesecke suggested that any member of the faculty or staff interested in making an effort on behalf of a larger enrollment, contact Mr. Galbraith who is in charge of the program on this campus.

VIII

A suggestion to invite high school principals, and possibly senior classes, to inspect this campus is being considered.

IX

Mr. Kenney Williamson, a member of the Board of Trustees who is visiting the campus today, expressed a real interest in the possibility of increasing our enrollment. He suggested that it might be possible to show movies of this Division on the Urbana campus, and attempt to interest freshmen in coming here for their sophomore year, returning to Urbana for their junior year. This idea is to be submitted to the Provost.

X

Dr. Giesecke asked for opinions of the efficacy of the pre-registration program, and it was agreed that it had proved very helpful. It was agreed that a time limit should be set on advising, and decided that the pre-registration counseling for summer session as well as the fall semester would start April 19th and continue until May 15th. It was further decided that mid-semester grades would not be made available, advisors to assume that the students would pass the examinations. Letters and notices are to be sent out by Dr. Giesecke.

XI

There was a discussion of the advantages of having a permanent advisor for each student, which it was felt would make counseling more meaningful, and it is hoped by next fall that this idea may be put in operation.

XII

The Tuesday, Thursday, Saturday class sequence being unpopular, it was hoped that more of a control could be kept over such assignments by using block registrations.

University of Illinois
Galesburg Undergraduate Division

MINUTES OF STAFF MEETING
18 March 1948

I

It is requested that persons using official cars double up as much as possible as there are only two cars which can be used for official business off the campus.

II

It is requested that the Office of the Dean be notified immediately of any change of location or phone number, for the purpose of keeping information for the directory up to date.

III

While no definite information had been received regarding the Summer Session, Dean Louttit reported that in gathering information for Dr. Griffith, it was found that we could reasonably anticipate an enrollment of 375 regular students, and in terms of already arranged short operations during the summer we could expect an 8 week equivalent of about 60 additional students. Dean Louttit recommended to the Provost that a Summer Session be held as the financial savings would be $17,000 for instruction and approximately $7,000 for the Physical Plant, which would, in his opinion, be off-set by negative student, faculty, community and political attitudes.

IV

Mr. Nystrom reported that his office is ready to send out a parcel of material concerning the advantages of attending the Galesburg Division, including a poster, information about availability of housing, etc. These materials are going to approximately 5,000 sources of possible students, including high schools, libraries, newspapers, Veterans Administration, Illinois Veteran Commission, and others. Dean Louttit reported that in discussing the problem of increasing the enrollment, Dr. Griffith had given his approval to any ethical plan.

V

Mr. Galbraith reported that at the request of Dean Louttit, he, Mr. Kerwood and Mr. Nystrom had worked out a plan to have "High School Day" on the campus on Saturday April 17th. Seniors from 107 schools are to be invited to enjoy a program which will include a tour of the campus, a chance to meet advisors from the various Divisions, swimming party in the pool, and the first baseball game of the season with Eureka College. In the event the ball game is cancelled due to rain, it was suggested that a dance be held for that period.

Letters of Grant Wilson
to Louis Pound

1

In [illegible] that person might afford [illegible] and should by no means be [illegible] [illegible] [illegible]

VI

Dr. Habberton reported two convocations for next week, the first on Monday at 4 P.M. in the auditorium, when Dr. John W. Taylor, President of the University of Louisville will speak; the second to be held in the gymnasium on Tuesday at 4 P.M., when the University Chorus will present the "Seven Last Words of Christ."

VII

Mr. English mentioned a change in the Blue Cross plan. All members have been asked to express a choice between a higher premium or paying an additional charge to the Hospital for each day. Eligibility for membership in the Surgical and Medical Care Plan is not dependent upon membership in the Blue Cross Plan for Hospital Care.

VIII

Mr. Nystrom is checking on the fact that this Division is not getting as complete publicity in the local paper as formerly. The publishers of the paper apparently have grown to feel that this Division has been getting more publicity than Knox College, and have decided to more evenly balance releases from both Colleges.

University of Illinois
Galesburg Undergraduate Division

MINUTES OF STAFF MEETING
1 April 1948

I

In connection with the preparation of an Annual Report for 1947-48, the Dean asked that Divisional Chairmen send to his office reports such as were written last year. (These reports should be in by, or shortly after, the 1st of May). Each faculty member has already been asked to submit information about his own activities.

II

Division Chairmen were asked to consider the possibility of the book store being overstocked in some titles before deciding on a change. This does not mean that text books cannot be changed, only that all factors be considered before making a decision.

III

In order to make the assigning of space for semi-permanent use somewhat more systematic, Mr. Hernecheck described a new system for requesting such space. Blank request forms were distributed. Additional forms are available at Mr. Galbraith's office. These requests will be approved by the Dean's Office, the Office of Student Welfare, and the Physical Plant Department.

IV

Requests from the President's office for information concerning increases recommended for the 1949-51 bienniel budget have been distributed to all Division and Department heads. Inasmuch as these require only a statement of increases over the 1948-49 budget, they will not require very extensive work. No action need be taken until after the Dean has had a conference with the Provost on the 1948-49 budget. (This conference has been arranged for Tuesday, 13 April.)

V

In answer to the recommendations made concerning a summer session for 1948, President Stoddard has decided and informed the Dean that plans should be carried forward for operating a regular 8-week summer session.

VI

Mr. Hernecheck mentioned the difficulties involved in having members of the faculty request moving picture operation an hour before the time desired. It was agreed that requests for film projectors should be cleared through the Divisional offices, and the request made the day before the scheduled showing.

VII

Mr. Hernecheck called attention to the increase of smoking in classrooms. Because of the increased problems of janitorial service, burning of floors, and fire hazard, Division Chairmen and other supervisors are asked to take all possible action to eliminate smoking in classrooms and other non-smoking areas. (Attention is called to the fact that smoking is now prohibited in classrooms and corridors in all buildings on the Urbana campus. We should like to avoid such an extreme situation here.)

VIII

Dr. Habberton raised a question about Dr. Potthoff's estimate of 1442 students as our enrollment in the fall of 1948. It is believed that this estimate is much too low because local figures indicate that there will be something over 50 more students of our present population returning than Dr. Potthoff allows. In addition, our present efforts in the way of public information appear to be producing results, and it seems reasonable to expect more new students that Dr. Potthoff allows.

IX

Mr. Galbraith reported that from the 107 letters sent to High Schools within approximately a 50 mile raius, there had been 5 replies saying that a total of 90 high school seniors would attend. Answers to that letter were asked for by the 10th of April.

X

Question was asked concerning the summer session budget which had been submitted to Dean Browne. At the time of the meeting no answer had been received. (On 3 April Dean Browne said that he was approving our budget as submitted.)

XI

Mr. English called attention to the notice from the Comptroller, that all unexpended funds from budget items would lapse on 30 June. It is requested that all requisitions be made by 1 June, so that material can be received and the bills paid before the 30th. If requisitions are already in for materials which cannot

be expected to arrive before 30 June, it is permissible to cancel the purchase order if the funds can be used for other purposes. On special request, it may be permitted to carry funds over into the next fiscal year. Such requests should be made only in cases where the funds are needed for a specific purpose, and for which the 1948-49 budget is not sufficient to cover the cost.

XII

Dr. Shideler, as Chairman of the Red Cross drive, reported that the quota set for the University was $450, and that over $500 had been collected.

be adopted to study during 20 days, it is possible i.
during the previous year if the fluid can be kept fit. Once
purposes. In special systems, it may be possible to study
fluids over time and still fluid pair. Such requires adjust
be made only in case where the fluids are mainly for a
specific purpose, the fit with the [illegible] fluids is ne-
sufficient to cover the need.

III

D. Shelter, an Chairman of the Fund Co on study, reported
that the audit of for the University was $250, and that
over $200 had been collected.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
15 April 1948

I

Dean reported on his conference with Provost Griffith concerning the 1948-49 budget. It was agreed that probably 2000 students was too high an estimate, and that the budget might well be based on only 1700 students. On this principle alone, items for additional staff for instructorial purposes were deleted from the 1948-49 budget as submitted. In addition, the recommendation for a second "Assistant Dean" in the Dean's office was deleted and the proposal for a Visual Aids Center would be reduced, although sufficient funds were recommended by the Provost to establish a service office. The Provost pointed out that if the registration were higher than 1 700, additional positions could be added,

II

Requests for budget increases for the 1949-51 bienniel budget were also discussed. In general such requests should include additional personnel needed for 2 000 students (i.e. replace the positions eliminated in the 1948-49 budget.) Increases in academic and non-academic salaries should not be dealt with as general cost of living raises, but should be justifiable merit increases.

III

At the University Council meeting on April 14th, some time was devoted to discussion of the bienniel budget as mentioned in Paragraph II, but most of the period was devoted to a discussion of a pre-registration advisory plan which is to be started in Urbana this spring. The proposals submitted to the Council were in essential respects the same as we are carrying on at Galesburg.

IV

Mr. English announced that salary checks as of 30 April would have withholdings under the old Federal Income Tax Law. After May 1st all salary checks would reflect withholdings under the new Federal Tax Law. The business office has mimeographed tables of the withholding tax under the new law, which will be supplied to Division Chairmen.

University of Illinois
Library Cataloging Division
Urbana, Illinois

V

Dr. McCrimmon called attention to a problem which had come up in the Student Discipline Committee meeting. Some instructors have failed to report a grade of "E" at mid-terms, for students who have failed to attend classes, and for whom they have received no official withdrawal notice. It was agreed by the group that students who simply stop going to a class should be recorded as "E" at mid-term or final grade periods.

VI

Mr. Graffouliere reported that there was apparently some sentiment in the Veteran Administration to change the regulations so that a student taking less than 15 hours might be jeopardized in the total amount of his availability under the G. I. bill. While no action has yet been taken, it is suggested that all veteran students be advised to take 14 hours each semester.

VII

Announcement was made of the "High School Day" to be held on 17 April. Letters have been sent to 107 high schools, and replies to date indicate that a few more than 100 high school seniors will be at the University on that day.

VIII

It was announced that President Stoddard will speak at a general convocation at 4 P.M., 27 April. Dr. Stoddard has requested the Dean to invite members of the staff to an informal meeting with him preceding the convocation. This will probably be at 2:30 P.M., although definite notice will be sent later.

IX

The Honor's Day convocation, to be held at 10:15 A.M. on 30 April, was announced. Dr. Shideler will present the honor students, and Dr. Lyndon O. Brown, President of Knox College will make the address. All students and faculty are invited to attend, in fact urged to do so. The honor students will be seated as a group, as well as the faculty.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
13 May 1948

I

In accordance with efforts to reduce Division expenditures in relation to a student enrollment lower than the number budgeted for, it is requested that wherever possible clerical personnel be kept to a minimum during the summer. As a number of student wives now employed will be leaving in June, it may be possible to utilize other employees temporarily during the summer, rather than make a replacement immediately.

II

Dean Louttit spoke briefly on the activities of the Student Senate in connection with the establishment of a program for dealing with cheating in examinations. The Student Senate, and it's Committee, have had several discussions on this matter, and it is expected that they will make some formal proposals shortly.

III

Mr. English introduced questions concerning faculty contracts for next year, and separation benefits under the Retirement System. On the former matter it was announced that the 1948-49 budget would be dealt with at the Board of Trustees meeting on 22 May, and that very probably contracts would be sent to faculty members by the first week in June. According to present statutes, contracts must be signed and returned within 10 days. Further, attention was called to the Board action establishing payment for all ranks instructor and above on 12 equal installments. Teaching Assistants are paid in 10 installments, the first and last of which will be one-half of the other payments.

Persons leaving the employ of the University are required to submit a request for separation benefits under the University Retirement System. This must be done within one year of the separation. On separation the employee may withdraw his contributions to the fund, plus 3% interest. Blanks for this purpose are available in the Business Office.

IV

Mr. Reid asked about the Visual Aids Service. Preliminary work on this office is being done by Mr. Thornton, although there is no budget for the office this year.

Mr. Reid announced that he had been asked by persons in town if it was possible to take a night course for undergraduate credit. As we have no night courses at this time it would be impossible. How-

ever, if there were a demand, there is no reason why sections of regular courses being given should not be held at night and be open to anyone who would otherwise be eligible for admission.

V

Dr. Carter called attention to the new test scoring machine, which is available in the Student Personnel Office. This office is willing to cooperate with any Division in making the machine and answer sheets available for use on final examinations.

VI

Mr. Siewert raised a question about a date for faculty leaving at the end of the spring semester. Faculty memorandum No. 3 set 1 July as an arbitrary final date for the semester. Division Chairmen should decide specific cases, and the most important factor in the decision is that the instructor has completed examinations and turned in grades for all students before leaving for the summer.

VII

Mr. Galbraith announced the policy on faculty room rent over the summer. Faculty members who will return and wish to retain their rooms, will be billed for the full month of June and full month of September, but will not be billed for July and August. Persons leaving the University, and giving up their rooms, will be billed to the exact date of leaving.

VIII

Mr. English reminded all members of the necessity of having requisitions in by June 1st, so that delivery and payment could be made before June 30th. Any invoices not paid by the 30th will be paid from 1948-49 funds.

Mr. English asked that faculty who are to be away be informed that they should leave an exact mailing address at the Business Office, so that June checks might be sent to them.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
3 June 1948

I

The most recent data available indicate that 572 students have prepared trial study lists for the fall semester, and there are approximately 315 applications from new students, giving a total of 887 as the population for the fall semester. This will, of course, be increased by both old and new students, but it is estimated that the fall population will not be much greater than 1,000 to 1,100. Inasmuch as the 1948-49 budget, as corrected in conference with the Provost, anticipated 1700 to 1800 students, the smaller population presents the problem of conservation of instructional cost wherever possible. Division Chairmen are asked to consider carefully the need for appointments to replace personnel who may be leaving.

II

The University Statutes require that travel expense vouchers be approved by the President, and at thisDivision the Dean acts for the President in such approval. It is therefore requested that the academic Divisions, Student Personnel Bureau, and Veterans Benefits Administration submit expense vouchers directly to the Dean's office, rather than to the Business Office.

III

It was requested that anyone wishing to use the CX Conference Room be sure to schedule such use with Mr. Galbraith's office. This is necessary in order to avoid conflicts.

IV

Dr. Shideler raised a question concerning the date by which faculty members would be expected to be on the campus in September. After discussion it was agreed that faculty members should be back by the 8th, although individual Chairmen might make exceptions in either direction in individual cases. Later in the summer the Dean's office will send individual notices to faculty members concerning the fall semester.

V

Miss Johnson pointed out that under the regulations of the Nonacademic Personnel Division, such employees are not entitled to be off unless it is charged against their vacation time.

VI

Mr. English announced receipt of the statement of policy concerning reciprocity among the three retirement systems. His office has informed the 15 members of the faculty who are known to have status in one of the other two retirement systems concerning this matter.

VII

Mr. English called attention to the fact that as of May 31st there was still outstanding the sum of $16,000 in encumbrances. He suggested that each Division or Department check their orders, and if material cannot be received by the end of June that the orders be cancelled and the money used for some other purpose.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
9 September 1948

I

At a visit during the summer Mr. Morey mentioned that some time early in the fall we would be asked to suggest revisions in the budget because of a very probable decrease in enrollment. Mr. Morey was quite definite that we would not be asked to make money available for general University purposes to an extent which would interfere with our needs. On the other hand, as this is the second year of the biennial, it is highly desirable that as large a sum as possible be made available so that it might be used by the University during this year. While our student enrollment will be reduced by around one-third, preliminary study of the budget indicates that we cannot save any such proportionate sum. Perhaps twenty-five per cent would be a goal to be desired, but it is even doubtful whether we can reach this sum. Each Chairman and Department Head is asked to study the budget to discover the maximum amount he believes can be released.

II

It was announced that President Stoddard had deleted from the budget recommendation, the total amount asked for to support a new activity, the Visual Aids Service Center. In deleting this amount the President said it was without any prejudice against its being included in the budget for next year. This deletion means that we are unable to institute as extensive a program as was planned. However Mr. Trezise has agreed that the teaching load of Mr. Thornton will be as small as possible, and that his additional time will be available for working in this area. It will be necessary for Divisions to plan so that their budgets will take care of any equipment purchases they desire. A limited amount for the purchase of such general items as a rewind table will be available from the budget of the Dean's office, and Mr. Reid agreed that the library could purchase films of interest to several Divisions.

III

Because of the necessity of reducing our expenditures, the Dean has requested the Business Office to refer to him all requisitions for the purchase of permanent equipment, which in Business Office terms is defined as items having a value of $5.00 or more and an expected life of at least three years. The Dean's interest is primarily in objects of a value of $50.00 or more.

IV

Mr. Hernecheck requested that the Physical Plant be notified of the new locations of members of the staff for inclusion in a new telephone directory. It is again requested that the Dean's office be notified of the location of staff offices, and that it be notified of any changes in office or residence addresses.

V

Mr. Kerwood announced that a net of 526 new permits had been issued, and it was estimated that about 650 old students would return. This would give an enrollment expectation of around 1100.

VI

There was brief discussion on proposals concerning the future of Galesburg. A suggestion of Mr. Galbraith that Galesburg be made a center for the collegiate education of the physically handicapped has received an expression of favorable interest from President Stoddard. In addition the Veterans Administration has notified offices throughout the country about the facilities available here. Action on this, or any other, suggestions for the future use of Galesburg depends on whether or not the State Department of Public Welfare desires to use the plant after 1951.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
23 September 1948

I

Attention was again called to the probability of having to make a revision in the 1948-49 budget. Inasmuch as recommendations will probably be asked for by the middle of October, each Chairman is asked to review his budget and inform the Dean's Office as to places and amounts where savings can be made.

II

It was pointed out that Housing and Food Service operate on a self-supporting basis. One of the charges in Housing is to establish a reserve fund for the replacement and repair of furniture. Inasmuch as a number of pieces of housing furniture have been loaned to other activities, it is suggested that some arrangement be made for departments using such furniture to reimburse the housing budget in amounts adequate to cover the necessary 5% reserve. Details of arrangements will be worked out by Mr. Galbraith and Mr. English.

III

Dean Louttit reported on a recent conference with President Stoddard. The first important item in this conference was the President's statement that he would consider it the University's policy to utilize members of our faculty on the University campus before seeking for personnel elsewhere. The second important item was a summary of a long conversation concerning the future use of Galesburg. The President definitely stated that the University had taken the Galesburg plant for a five year period and as far as he knew the State Department of Public Welfare was expecting to move in after 1951. If there were any changes in the policy of the State Department of Public Welfare, the continued use by the University would depend entirely upon a demonstrated need shown by a demand for education by students in general or any particular groups. In the discussion with the President, there was nothing said to indicate that the University would not continue operation until the end of the leased period in 1951.

IV

Mr. Kerwood reported unofficial interim figures on enrollment indicating a net enrollment of 1075.

V

Dr. Lindbeck at the request of Mr. Glawe, raised the question of support for the Visual Aids Center. The discussion emphasized that no special funds were available for this work and support received must come by agreement among the several departments as to the amount they could plan to make available for Visual Aids. Inasmuch as the Visual Aids committee is representative of the Divisions, it would seem to be a responsibility of the committee to work out a plan.

VI

Dr. Carter announced that the Student Personnel Bureau will undertake to score tests for various courses provided the load does not get too heavy.

VII

Mr. Siewert asked if a policy for excusing students on Saturdays to attend football games at Urbana was to be established or if it was considered desirable to schedule the five Saturday classes when games occur at some other time. It was generally agreed that no change should be made in the present policy with the Saturday classes to continue as usual and absence from classes would be considered cuts.

VIII

Mr. Reid announced that the exhibit case built with funds from a special appropriation of last year has been placed in the Library. With Dr. Habberton, he proposed that some plan be worked out for arranging exhibits. (Subsequent to the meeting at a conference with Dr. Habberton, Mr. Reid and the Dean, a committee on exhibits was provided for with the following membership: Mr. Reid, Chairman, Dr. Habberton, Dr. Skidmore and Mr. Morgan.)

IX

Dr. Shideler asked about the propriety of arranging for Adult Educational courses. From all experiences we have had, such courses are desirable and the University Extension Division has been active in support of them.

X

Mr. Siewert called attention to the fact that the use of the Physical Education Department facilities by members of short courses or special groups represents an expense to his department not provided for in the budget. It was felt that this problem could be met by arranging for a special fee for those using the gym or pool.

XI

Dr. Giesecke announced that, while a convocation committee had not yet met this fall, they had made arrangements for some parts of the program during the summer. Each Division was again asked to cooperate by sponsoring at least two programs for either the major or Thursday Night series.

University of Illinois
Galesburg Undergraduate Division
Office of the Dean

MINUTES OF STAFF MEETING
7 October 1948

I

The major portion of the meeting time was devoted to a report by the Dean on the October meetings of the University Senate and the University Council. The Council meeting discussed the proposal for the 1949-51 biennial budget requests. Insofar as the discussion would relate to Galesburg, it will require careful consideration of the requests made, especially for increases based on an assumed 2,000 students. As it seems pretty certain that our student enrollment will not exceed 1200, it is proposed that we inform the Provost that all requests for new personnel be eliminated, and that we make even further reductions by removing positions from the budget of this year which will not have to be filled. Concerning details of possible reductions, the Dean has had individual conferences with the several department heads.

II

Information, concerning possible moneys to be made available for lapsing from the present years budget, is requested from Chairmen as soon as possible, but not later than 20 October. Mr. Morey set the approximate date of 1 November as the one on which he would like to have this information.

III

In answer to a question raised by Dr. Shideler previous to the meeting, it was ruled that on the faculty teaching load Statistical Reports approximately 12 hours should be considered 100%. If faculty members are teaching less than that, a lower percentage should be noted.

IV

Dr. Giesecke reported that the Convocations Committee has programs for first semester convocations nearly completed. He requested suggestions for programs during the second semester. It was requested by the Dean that any plans being made by Divisions for special group meetings be cleared with the Convocations Committee, both to avoid conflicts in dates as well as the possibility of including such programs as part of a convocation series.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
28 October 1948

I

A brief report was made by the Dean on a meeting of a Committee appointed by the President to discuss the problem of ROTC units at Galesburg and Navy Pier. The major item of interest was the agreement that it was desirable to have a unit of the ROTC here, and this will be recommended to the President. The questions concerning possible number of students involved, and additional costs were discussed by the Committee.

II

All Department and Division Heads have discussed the matter of this years budget lapses with the Dean, and the Business Office is now preparing a detailed chart of possible savings. When completed each individual concerned will be informed as to the specific changes made.

III

Dean Giesecke requested that faculty members be reminded that his office requires reports on excessive absences.

IV

Dean Giesecke reported that it is planned to prepare a report on the program of student advising for submission to the Provost. As additional information in connection with such a report, the Assistant Dean asked that each Division Chairman keep him informed as to any activities within the Division which relate to student guidance. For example, when arrangements are made to have people from Urbana discuss with students on problems concerned with their transfer to the main campus. Also when special programs such as that being conducted by the Engineering Sciences Division are arranged.

V

Dean Giesecke reported that faculty advisors would like to have a tentative list of courses to be offered next semester by November 15. This should be only a list of courses, and not a time schedule.

VI

Division Chairmen were asked to tabulate course enrollments from trial study lists, which will be prepared by faculty advisors before the beginning of the second semester. This is a duplication of the procedure of the spring semester last year.

VII

It was agreed that there would be a meeting of Division Chairmen on 4 November for the purpose of discussing problems in connection with the Time Table.

VIII

Faculty advisors have requested that they be furnished with the Mid-semester grades for all students. Last year only grades of D and E were reported to the Dean's office. It was decided that all faculty would be requested to submit a card for each student giving the Mid-semester grade, with comments on all those grades of D and E required, and for other students requested. These grades to be submitted to the Dean's office by 20 November.

IX

Miss Johnson advised that each non-academic employee may be granted, on that employee's request, a total of 2 hours off for voting on 2 November.

X

Dr. Habberton inquired about summer school for 1949, but no information is as yet available.

XI

Mr. English pointed out that Travel Vouchers for Division Heads should be signed by them only as payees. The authorization signature should be that of the Dean, and such vouchers should be submitted directly to the Dean's office.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
11 November 1948

I

As a matter of general information the Dean read a letter from Provost Griffith concerned with the question of administrative organization involving the relation of the Galesburg Division to the main campus. No action was necessary, but there was some discussion on the points involved.

II

Mr. Nystrom announced that he had quite a collection of pictures of the Galesburg Division which he suggested might well be posted as a permanent display. Discussion on this matter indicated general agreement to the principle. and it was proposed that the possibility of having such a display in the main corridor across from the Bookstore be investigated.

III

Dean Giesecke, in connection with the above item, introduced the question of the desirability of more adequate directional signs, both inside the building and outside. The need for such signs has been indicated, especially when outside groups are meeting on the campus. Messrs. Nystrom, Hernecheck, and Giesecke were asked to act as an ad hoc committee to investigate the whole problem of such signs.

IV

Mr. English introduced the problem of the Visual Aids Center. The Dean reminded the group that the request budget for this Center had been eliminated, and therefore Mr. Thornton had been doing almost more than could be expected without any special funds available. Mr. English called attention to the fact that a number of Divisions had agreed to purchase equipment to be placed in the Visual Aids Center, and made available to any Department. In a similar fashion Mr. Thornton has asked the various Divisions to contribute to the cost of clerical help. The business arrangements for such contributions were described by Miss Johnson and Mr. English as follows: (1) if assistance can be given from the Divisional Wage account, Miss Johnson should be informed of the amount available and she will arrange for the necessary paper work; (2) if such support is to come from the Divisional Expense budget item, Miss Johnson should also be informed, and the Division will be billed at the end of the month on a Stores Voucher for stenographic service.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
2 December 1948

I

Attention was called to the President's letter, a copy of which had been sent all staff members, concerning employees being allowed to have the Friday afternoon preceding Christmas off with pay. Any special questions can be answered by Miss Johnson.

II

It was announced that Dean Larsen of the College of Liberal Arts and Sciences will be here on the 9th and 10th of December. A meeting of the faculty of the four Liberal Arts divisions will be held on the evening of the 9th.

III

The Dean pointed out that as we approach 1951, and the possibility of this Division closing, it is more and more important that members of our faculty and staff be known to the departments at Urbana, to increase the possibilities of their finding satisfactory places there. Therefore, it is felt to be a good policy to encourage members of the faculty to visit Urbana. Such trips should probably be made by several people at once, and are a legitimate expense against the Divisional expense budget. Dr. McCrimmon raised the question of similar contact with Navy Pier, and it was felt that it too was desirable.

IV

Dr. Giesecke asked about students riding to Urbana with staff members making official trips in official cars. If they are to do so they must have a waiver of liability signed by the parent if the student is under 21, and by the student if he is over that age. Inasmuch as the University does not carry insurance on its vehicles or their occupants, riders should not be permitted.

V

Dr. Giesecke informed Division Chairmen that time table copy, in its descriptive phases, should be based on material sent from his office, and not on the material in the Urbana time table. A meeting of Division Chairmen on time table matters will be held shortly.

VI

Dr. McCrimmon asked if any arrangements had been made for members of our faculty to enroll in graduate courses on this campus under the direction of qualified members of our staff. This matter has been taken up verbally and by letter with Dean Ridenour, but as yet there has been no decision. Therefore, it is not possible for staff members to sign up for graduate work.

VII

In the matter of encumbrances or reductions in the 1948-49 budget items, Mr. English and the Dean reported that the procedures were in process, and when the budget transfer documents are received from Urbana, each department head will be notified of the change in his budget. These changes will be the same as those agreed on between the department heads and the Dean.

VIII

Mr. Kerwood reported that 20 new student permits had been issued for the second semester, and about 30 applications were on hand, but were uncompleted. He estimated that approximately 250 students would leave at the end of this semester, and that the net enrollment for the second semester would be around 850.

IX

Dr. Lawder announced that the War Dads' Association has donated $1500 to buy special type wheel chairs for a basket ball team composed of paraplegics.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
16 December 1948

I

The question as to whether we would have a summer session in 1949 was asked of the Provost. His response was that we should plan to hold one as long as the plant would be open. However, it appears that if data secured during the second semester registration indicates that the potential summer enrollment is materially smaller than last year. we shall probably have to plan to offer only selected courses rather than a broad program.

II

During a conference with the Provost last week, the Dean was directed to review budgets with all Departments to the end of recommending further possible reductions for the 1949-51 biennium. Memoranda concerning this have already been sent to all Department heads. and responses have been secured from most of them. This request for reduction is to be used only if needed because of legislative cuts in the amount requested.

III

Dr. Carter raised the question of mail delivery. He reported that his secretary has found it necessary to wait in line, and that mail has been delayed. He suggested that perhaps the Divisions could go together to hire a student to deliver official mail. As no other Division had experienced any difficulty it was decided that no action be taken.

IV

Dr. Lindbeck asked about the dead line for time table material. Dr. Giesecke asked that the summaries of registrations be sent to his office by the 18th of December, or as soon thereafter as possible. There will be a meeting of Division Chairmen on 4 January 1949, to work on the second semester time table.

V

Miss Johnson reported that there had been no direction from the President that employees were to be paid for an extra day because Christmas falls on Saturday. The half day granted by the President, on 24 December, is to be given only to those people who would ordinarily work on that afternoon. If persons work on a shift beginning at noon or later they will be allowed 4 hours off.

VI

Professor Trezise raised the question of the time of payment of December salaries in relation to income of the whole tax. A member of his staff pointed out that if payment for December is made in 1949, there should be no withholding for 1948 against it. As Mr. English was absent there could be no answer to this question. (Mr. English later agreed with the legal point. but expected December checks to arrive by 31 December.)

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
6 January 1949

I

The Dean read a letter from the Institute of International Education, inviting faculty members to a luncheon meeting on the Junior Year Abroad, in New York City on 12 February.

II

Dean Giesecke announced that Mr. Kerwood has the information for the preparation of certificates for draft exemption. All students inquiring for such certificates should be referred to Mr. Kerwood's office.

III

The Dean announced the resignation of Mr. Floyd Siewert from the University, to be effective at the end of this semester.

IV

The Dean announced that Mr. Nystrom had agreed to act as chairman for the March of Dimes campaign on the campus.

V

Mr. Trezise announced that Dean Miriam Sheldon, Dean of Women at Urbana, will speak at a meeting of the freshmen engineering orientation series, on Tuesday 11 January, at 7 p. m. The faculty are invited to attend.

VI

Dr. Lawder explained the cancellation of the Duvall lecture, scheduled for Friday, January 7. He also announced that the Mental Hygiene Workshop, beginning Thursday 13 January, will be open to anyone interested.

VII

Dr. McCrimmon announced that the moving picture "Henry V" will be shown on the campus on 11 January, and suggested that this fact be announced generally.

VIII

Dr. Habberton called attention to the fact that the examination schedule requires that some students take 3 examinations on the first day. Discussion of this point revealed that the third examination was a foreign language make-up, and had arbitrarily been scheduled on that particular date. It was agreed that Division Chairmen could make any arrangement which seemed reasonable to them to solve such semi-conflicts in the examination schedules.

IX

Dr. Giesecke spoke concerning the lightening of teaching loads for faculty advisors. This is a desirable procedure, and on the second semester statistical reports a note to that effect could be made, and the whole problem will be covered in a general forwarding memorandum.

X

Dr. Giesecke announced that the Convocations Committee had arranged for 3 programs to be given on Sunday afternoons, of early historical moving pictures.

XI

Dr. Giesecke, in the absence of Mr. Kerwood, reported that 62 permits for the second semester have been issued. The total number of trial study lists reported is approximately 700, which still leaves nearly 200 present students unaccounted for.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
20 January 1949

I

The Dean called attention to the fact that the University policy prohibits the use of official cars for personal use, including their use for extensive side trips for personal reasons while on an official trip. The University policy also prohibits the use of University telephones for personal business, and especially their use for personal long distance calls. This matter was introduced only as a reminder of policies, and not because of any specific violations.

II

It has been proposed that advisory service for filling out income tax returns be provided for personnel connected with the University. Dr. Shidler and Mr. English agreed that arrangements could be made if there were sufficient demand. Department Heads are requested to inform the Dean's office, after conferences with people in their departments, so that we might have some indication of the demand for such services.

III

Attention was called to the fact that the Student Senate at Urbana has prepared a faculty evaluation sheet which is being used in three colleges on that campus. The desirability of investigating methods of such evaluation on this campus was discussed. It was decided that copies of the Urbana sheet be requested, and possibly similar scales from other schools.

IV

Mr. Kerwood reported a study of Galesburg statistics concerning the effect of the Progressive Admissions Plan on our enrollment. It has been felt that this plan was unnecessary at Galesburg, and had meant that we had lost a considerable number of students because of it. Analysis of the data available on applicants who were refused admission shows that the Progressive Admissions Plan has resulted in the loss of not more than 139 students during the total time the Division has been in operation.

V

Miss Johnson announced a film on telephone courtesy would be shown on January 26 at 10 a.m. and 3 p.m., for all personnel and especially office staff.

VI

Dr. Giesecke reported that additional time tables were available to any Division needing them. It was asked that a special request be made as they are not being given to students at this time, but will be made available during registration.

VII

Prof. Trezise moved, and in the name of the staff, Dean Louttit extended to Mr. Siewert and his family best wishes for success in his new position.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
3 February 1949

I

The Dean introduced Mr. B. F Husman, who has been appointed as Acting Chairman of the Division of Physical Education to replace Mr. F. T. Siewert.

II

The Dean reviewed the various requests which have been made for (1) Biennial 1949-51 budget requests, (2) cash releases, temporary and permanent, in the 1948-49 internal budget, and (3) a request for tentative 1949-50 internal budget figures. There has been some indication of confusion because of the many requests for changes, and it was hoped this review would straighten out the matter. The request for tentative figures is entirely local, as no request for a 1949-50 budget has been received from Urbana. For this reason we do not know whether there are to be any definite policies, especially in connection with questions of salary increases. Tentative figures are desired so that we may be prepared for the submission of final requests when asked by Urbana, and also that we may be in a position of knowing the gross amount required in discussions with the Provost concerning needed allotments. The Dean will be ready to discuss questions on this budget at any time with Division and Department Chairmen.

III

The Dean introduced the question of possible educational use of the student-built, wired radio station WINI, which is a member of the Intercollegiate Broadcasting System. Mr. Bryant, a student who is most active with this station, has suggested that members of the faculty might find the station useful for educational purposes, as is done at some other stations of the System. The matter was discussed, but the sentiment appeared to be that, while educational use might be conceived, it would probably be the faculty reaction that students are not making adequate use of facilities already available, and that there is no need for this supplementation. As part of this discussion Mr. English pointed out that Mr. Bryant had an additional interest in securing funds for the purpose of rebuilding and improving WINI. It was felt that Mr. Bryant should take the problems of the station to the Communications Sub-committee of the Committee on Student Affairs, and this sub-committee should make recommendations through the usual channels.

IV

The Dean announced the resignation of Mr. Thornton, and reported that Mr. Reid had agreed to take over responsibility for supervising the visual aids service. The Visual Aids office will be moved to D-5.

V

Miss Johnson offered the service of her department in providing for safe keeping of examination papers until the time they are actually needed. She can provide a locked safe file which will be kept in a locked room with no windows, which is itself in a larger locked area. Division Chairmen, or members of the faculty, should contact Miss Johnson if they desire to use this service.

VI

Mr. Kerwood reported that at 3:15 p. m. there had been approximately 450 students registered, and he estimated there would be 500 by the end of the day. (The final count when registration closed February 3 was 502.)

VII

Mr. Graffouliere reported a Veterans Administration ruling, that under the G. I. Bill a student retaking a course merely to improve his grade could not count that course as part of the 12 hours necessary to justify subsistence. If the student is taking a course in which he has failed, and that course is necessary in his program, it can then be counted.

VIII

Mr. Hernecheck reported that members of the faculty have been asking for mail as early as 8 a. m. As mail is not delivered by the Post Office until that time, it is impossible to have it sorted and ready for distribution before 8:30. He requested that Division Chairmen inform their faculty that mail cannot be ready before 8:30 a. m. and 3:15 p. m.

IX

The question of demand for assistance in computing income tax returns was mentioned. Since the last staff meeting there have been reports to the Dean's office indicating that only three individuals are interested in such help. If there should be any addition to this number the Dean's office should be notified immediately. If this figure represents the full demand, it hardly seems necessary to make special arrangements.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
17 February 1949

I

The Dean reported that he had sent to the Provost the information requested by telephone on 11 February.

II

The semester statistical reports on faculty teaching loads have been forwarded to Division Chairmen. They are to be completed as of 21 February. The statistical reports for this semester will show, for many individuals, very few students and perhaps very light loads. However, we should have them filled in according to the actual facts, and they will be forwarded with a covering letter accounting for the light loads.

III

The Dean reminded everyone of the importance of keeping the Assistant Dean's office informed of any information concerning academic policies which may be secured through direct contact with departments in Urbana. This is particularly important in connection with such things as changes in required courses or prerequisites, which it is necessary for the Assistant Dean to know, and which information is sometimes not sent to him from Urbana.

IV

Dean Giesecke announced that Dr. H. P. Fairchild would speak at a convocation at 8 p.m. on 17 February. Dr. Fairchild is also to meet with combined Economics and Sociology classes at 11 a.m. on 18 February.

V

Mr. Galbraith called attention to the fact that there is a group of some 50 persons attending a one month short course in connection with the lumber industry. He suggested that these people are in effect students of the Division, and that any courtesies shown them would be appreciated.

VI

Mr. Nystrom announced that the campus March of Dimes campaign had produced $127.21, which according to the published report was the highest amount raised by any educational institution in Galesburg. The cooperation of staff, faculty and students in this campaign is appreciated.

VII

Copy for the new catalog is now complete, and if anyone has suggestions for changes Mr. Nystrom must be notified within a very few days.

VIII

Mr. Kerwood called attention to the University regulations requiring visitors (including members of the faculty or non-academic staff) to have a permit card before they may attend classes.

IX

Dr. Giesecke reminded the group that his office should be notified of all new sections or closed sections of classes.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
3 March 1949

The entire time of the staff meeting was devoted to discussion of questions arising because of the cancellation of the summer session for 1949 and the announcement of the closing of the Division in June 1950.

I

No detailed information is available concerning how persons on "Y" appointments will be utilized by the University during the summer of 1949. President Stoddard rather casually remarked that some of these people might be used in Urbana, but no definite suggestions were made.

II

Questions have arisen concerning the use of secretarial non-academic personnel during the summer. Miss Johnson has been studying this problem, but it is not yet possible to make any definite statement in respect to specific individuals. It is hoped that resignations and adjustments for vacations may make it possible to avoid outright layoffs of personnel in this category.

III

The cancellation of the summer session will mean that many operations will be closed from the 15th of June until the 1st of September. This will include food services, housing, swimming pool and hospital. The Health Service will be open during the working hours. Apartments in Illini Heights will be occupied, and occupants are free to sub-let. Rooms in the guest house will be open, and between these rooms and the apartments single faculty and staff personnel should be able to secure housing during the summer; A-7 and B-4 will be closed. Postal service and the Main Desk will be in partial operation.

IV

Following the closing in June 1950 the University will provide opportunities for those persons who are on tenure appointments. In addition the Provost has asked for recommendations concerning qualified members of the faculty (usually those holding a doctorate or equivalent degree) who might be considered valuable additions to the general University faculty. The Dean requested Chairmen to study this problem and make recommendations to him concerning individuals they feel the University should retain.

V

Mr. Nystrom announced that the new catalog, which had been in preparation has been cancelled. For next year we will use available copies of the present catalog with an insert sheet explaining our change in status.

I

II

III

IV

V

VI

Problems incident to offering certain work of the junior year were discussed. Dr. Giesecke asked that Chairmen do all they can to have advisors submit to him very promptly information which he recently requested concerning the needs of present sophomore students for junior work. Our plans will have to depend upon student needs, availability of qualified personnel to teach courses, and the possibility of giving courses without additions to personnel or equipment. Mr. Reid raised the question of discussing the possibility of junior year work with students. This is entirely proper as long as it is made clear that details of work to be offered are not yet known, but that they are being studied and will be announced as promptly as possible.

VII

Mr. English announced that members of the faculty on "D" appointment who are not returning next year may collect the full amount of their salary, as designated in their contracts, before leaving.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
31 March 1949

I

The Dean reported on his conference with Provost Griffith concerning problems in connection with our closing, and especially those concerned with personnel. It will be ten days or two weeks probably before there will be any definite word about members of the staff who can be used at Urbana.

II

The Provost could give no answer concerning the use of people with Y appointments during this next summer at this time. He felt that such people should be advised that they may be requested to spend the summer working on the Urbana or Navy Pier campuses.

III

There was discussion concerning the closing out of equipment, and it was pointed out that all decisions as to where equipment should go will be made at Urbana. Our only responsibility is in relation to packing and shipping.

IV

All Department Heads are requested to formulate a tentative estimate of the cost of closing their departments and shipping equipment to Urbana. These estimates will have to be tentative and are to be used locally in formulating our recommendation for the size of a "Galesburg Termination Fund." They should include estimated costs for dismantling and packing of equipment, transportation of such equipment to Urbana, salaries of Y appointments for the summer months, and amounts to cover salaries and wages for non-academic personnel whose services will be required after 30 June. Insofar as possible, non-academic personnel should be allowed to take vacations before 30 June so as to reduce the sums necessary to pay for accumulated vacation time to be taken out of termination funds.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
21 April 1949

I

Division Chairmen were asked to remind members of their staff that the Dean's office would like very much to have information about any final arrangements made for placement next year so that the records may be kept clear.

II

Materiel from non-academic, as well as academic, departments available from this Division on its closing, must be requisitioned from Urbana before it can be shipped. This refers only to items which are on the official inventory. Materiel not included on the official inventory can be sent to proper Urbana departments at their memorandum request. In the case of offices having active files, the contents of which would remain active in pertinent departments at Urbana, Urbana departments should be informed that they should requisition the file with contents as an active file.

III

The payment of faculty members on a "D" status must be completed before the end of this fiscal year. It is planned to have a payment for three months included in the check for May available 1 June. This will require an income tax withholding in an amount greater than the sum of the amounts for the three individual payments. Letters concerning this have been sent to the whole faculty, but the matter is called to the attention of Department Heads at this time.

IV

The Dean introduced the idea of preparing historical accounts of various activities of the Galesburg Division with the possibility in mind that they might be published as a collective history of the Division. (In conference with the Provost on Friday he agreed that such a history should be published.)

V

Mr. English reminded academic Division Chairmen that their checked inventory should be returned to his office at the earliest possible moment so that the information can be sent to Urbana.

VI

Dr. Shideler reported that there had been a collection in the amount of $518 from the Division in the recent Red Cross drive.

VII

The question of status of "Y" appointees during the summer is not yet settled. The best that can be said is that the University may want to have some people on such appointments work on the Urbana campus during the summer. (In conference with the Provost on Friday he was not yet able to give any detailed information beyond this.)

VIII

It was proposed that permanent mailing addresses for members of the faculty and staff be mimeographed and furnished to all members. The Dean agreed that his office would prepare such a list from information directly supplied by staff members later in the year.

IX

Mr. English reported that the FPHA Temporary Housing Project would be officially closed as of 30 June, but premises could be occupied up to, but not later than, 1 September. Unfortunately there will probably be no possibility of providing storage space for household goods.

University of Illinois
Galesburg Division
Office of the Dean

MINUTES OF STAFF MEETING
26 May 1949

I

Division Chairmen were requested to be sure to inform the Dean's office as soon as members of their staff have made definite arrangements for next year. It is felt that there is a continuing obligation to do everything possible to help in the placement of faculty. However, if faculty members have had definite offers but have decided not to accept them for personal reasons, it would appear that any moral obligation the University might have has been fulfilled. This does not mean that the Dean's office, or Division Chairmen will not be willing to write letters, or take such other action as may be desired.

II

There was discussion concerning the history of the Division which is being prepared. Of particular significance was the question of timing, and it was felt that those sections which have already been assigned should be prepared at the earliest possible moment, and should be in the hands of Dr. Habberton, Chairman of the Committee, not later than 30 June unless some special arrangement is made with him.

III

There were a number of questions concerning details of the handling of records and equipment, the most important of which may be summarized: (a) student folders now in the hands of advisors should, in the case of DSSWV or Commerce students, be forwarded to Urbana. Other Schools and Colleges have expressed no interest in these records and, therefore, they may be destroyed; (b) Departmental records and files - the Provost has said that official Divisional files should be forwarded to Urbana packed in properly marked cartons. No specific rules for what should be included have been set down. It is felt that Department Heads and Division Chairmen should use their own discretion as to what should be retained. In the case of class record books, some departments at Urbana save these records books. Therefore, if the Department at Urbana has a file these books should be included among the documents to be shipped; (c) War Assets equipment will remain where it now is; (d) University property will be moved on orders from the Business Office to designated warehousing points. Chairmen have responsibility in this matter only to the extent of returning the inventory list to the Business Office indicating where the property is now located; (e) In cases where clearing up of files, etc., produces large quantities of waste paper, Physical Plant should be called especially and they will make a special trip to remove such material.

IV

Mr. Hernecheck announced the following: (a) When people release office Physical Plant should be immediately informed so that telephones may be removed; (b) forwarding addresses should be left with Mr. Welch at the postoffice; (c) keys to University rooms should be turned in to Mr. Galbraith's office before persons leave the campus.

V

ew postoffice and telephone operation hours are established and will be sent to all embers of the faculty.

VI

he Book Store will close on 3 June, until which time stamps for official use may be ecured as in the past. After 3 June official requisitions for postage stamps will e honored at the University postoffice.

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